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Approved For Release 2001/09/07 : CIA-RDP80-01370R000200010021-6

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MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Proposed Memorandum to DD/S Components
Concerning Use of Vouchered Funds for
Official Travel

1. This memorandum suggests action by the DD/S as stated in paragraph 4 below.

2. Considerable evidence has come to my attention indicating that various components of the support services are utilizing confidential funds for travel involving no circumstances of a confidential, extraordinary or emergency nature. In view of the importance of minimizing the utilization of the special authority granted under Section 10(b) of Public Law 110, 81st Congress, to expend funds under the certificate of the Director, it is believed that every practicable expedient should be adopted to reduce the use of this special authority. In order to obviate the objection from a cover and security viewpoint to the use of vouchered funds for travel because of the previous requirement that all vouchered fund transportation be obtained by the use of Transportation Requests, arrangements have now been made to permit the practice of paying for the cost of transportation (including taxes) by cash. Also, to facilitate the use of vouchered funds, new procedures have been developed and implemented to permit cash advances to be obtained from vouchered funds on approximately the same basis as from confidential funds.

3. In view of the foregoing the attached proposed memorandum is submitted for your signature to set forth a required policy applicable to the use of vouchered funds for travel performed by support service personnel. A member of your staff, [REDACTED] in conversation with the Chief, Technical Accounting Staff indicated you would be in favor of adopting such a policy for application within the support services.

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4. It is suggested that the attached memorandum be approved for distribution to the addressees indicated.



E. R. SAUNDERS
Comptroller

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Attachment:

TAS/FLB/mjr (16 Feb. 1959)

Distribution:

Original & 4 - Addressee
1 - Signer's copy ✓
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